

HUMAN RESOURCE MANAGEMENT MANUAL TABLE OF CONTENTS

OVERVIEW

Chapter 1 Compensation Reform Overview
Chapter 2 Authority and Responsibilities
Chapter 3 Program Evaluation

SECTION ONE - COMPENSATION MANAGEMENT

Chapter 4 Compensation Philosophy

Chapter 5 Job Organization and Salary Structure

Chapter 6 Job Evaluation

Chapter 7 Career Group Studies

Chapter 8 Pay Practices

Chapter 9 Differential and Supplements (under development)

Chapter 10 Salary Survey

SECTION TWO - RECRUITMENT & SELECTION

Chapter 11 Recruitment Guidelines (under development)

SECTION THREE - EMPLOYEE RECOGNITION

Chapter 12 Employee Recognition (under development)

SECTION FOUR - PERFORMANCE MANAGEMENT

Chapter 13 Performance Management (under development)

SECTION FIVE - EMPLOYEE DEVELOPMENT

Chapter 14 Employee Development (under development)

SECTION SIX – LEGAL ISSUES

Chapter 15 Fair Labor Standards Act (under development)

APPENDICES

Appendix A Agency Salary Administration Plan and Agency

Compensation Reform Transition Planning Checklist

Appendix B Report: Reform of the Classified Compensation Plan

Appendix C Employment Statuses

Appendix D Appeals

Appendix E Employee Work Profile

Appendix F Competency-Based Systems

Appendix G Skill-Based Systems

Appendix H Development of Career Group Descriptions and Example

of Career Group Description

Appendix I Exceptional Recruitment and Retention Incentive Options

Appendix J Survey Summary Data Sample (under development)

Appendix K Turnover Rate Computation and Usage (under

development)

Appendix L Sample Salary Survey Format (under development)

Appendix M Employee Recognition Policy and Rewards and

Recognition Chart (under development)

Appendix N Glossary